

Finance and Government Operations Commission Meeting Minutes
Middletown, Connecticut
January 30, 2013
Municipal Building Room 208
7:00 P.M.

Present: Ronald Klattenberg, Philip Pessina, Joseph Bibisi, Hope Kasper, Thomas Serra, William Russo, Police Chief William McKenna, Fire Chief Gary Ouellette, Tanya Oliver-Perry, Acting Deputy Michael Timbro, City Attorney Brigham Smith, Joseph Kask, Ken McClellan, James Salemi, Councilwoman Linda Salafia, Mayor Daniel Drew, Joseph Samolis, Councilwoman Deb Kleckowski, Carl Erlacher

Absent: None

1. Minutes from the January 2, 2013 meeting were amended; Philip Pessina stated that he was not in attendance. Minutes approved as amended by Thomas Serra and seconded by Hope Kasper with Phil abstaining.

2. Public Comments for the items on the Agenda

Ken McClellan expressed his concern with the merger of the Personnel and Legal Departments.

Ronald Klattenberg asked to change the order in which discussions on departments were to be heard this evening.

3. The following Departments are scheduled to discuss their budget and programs:

A. Public Works: Resolution of \$20,000 LoCIP funds for renovation of several offices in City Hall; Appropriation request of \$42,500 for Early Retirement Incentive Program for Assistant Superintendent of Sanitation; CT Building Officials Association Membership Renewal \$45 for Richard DeMaio

- William Russo discussed the Appropriation for the \$20,000 LoCIP funding. He explained the need to replace all of the wooden doors with glass windows along with small construction projects in the Personnel and Legal offices.
- Thomas Serra asked about the addition of re-enforced glass partitions in the Tax Office, Parking Department and the Mayor's Office.
- Bill stated that he is in the process of working with Finance and obtaining quotes for these projects.
- Phil asked if these quotes would be ready for the next F & G meeting on February 27.
- Ronald Klattenberg asked if the full glass doors to the entrances would also be replaced.
- Bill stated that hopefully he will have quotes in place for the meeting and no the full glass doors will not be replaced.
- Phil made motion to approve and Hope seconded.

-Approved unanimously to send to Council Floor-

- Bill discussed the Appropriation out of the Sanitation Fund balance for \$42,500; these funds are to cover the retirement of the Sanitation Superintendent due to

the fact that his salary did not come from the General Fund. The \$20,000 is to cover the incentive and the \$22,500 is to cover the unused sick time pay out.

- Hope made motion to approve and Joseph Bibisi seconded.

-Approved unanimously to send to Council Floor-

- Bill requested the approval to pay the CT Building Officials Association Membership for Richard DeMaio.
- Phil made motion to approve and Hope seconded.

-Approved unanimously to send to Council Floor-

B. Mayor's Office: Memo of Understanding between City and Board of Ed agreeing that City Legal Dept. provide counsel to Board of Ed when staffing of Legal Dept. is fully restored

- Mayor Daniel Drew discussed the Memorandum of Understanding between the City and the BOE regarding the City Legal Department.
- Mayor Drew stated that the City Legal Department shall provide counsel at the request of the Board, but the Board is not solely obligated to conduct legal business with the City attorneys.
- Thomas Serra asked if the BOE would subtract a minimum of \$100k from their budget due to the use of our legal department.
- Mayor Drew said that he was unable to speak on the BOE budget.
- Ron asked if the City attorneys would bill.
- Mayor Drew responded, no.
- Hope made motion to approve and Phil seconded.

-Approved unanimously to Council Floor-

C. Legal – Ordinance by Common Council merging Personnel with the Legal Department to create a new department to be known as Legal and Human Resources Department.

- Mayor Drew explained part of the re-organization process, merging the Legal Department and Personnel Department.
- Mayor Drew stated that there will be approximately a \$226,000 savings in salaries alone by combining these departments.
- City Attorney Brigham Smith discussed the Human Resource and Legal Departments working closely together on both public and private matters.
- Attorney Smith also spoke on two proposed ordinances. The first was the elimination of the title Personnel Department and the second was the merging of the Personnel Department with the Legal Department to create a new department to be known as the Office of the General Counsel.
- City Attorney Smith also stated that there will be three divisions of the Office of the General Counsel: the Legal Division, the Risk Management Division and the Human Resources Division.
- Hope expressed concern for only one Administrative Assistant handling all of the work for these departments,
- Hope made a recommendation for a second Administrative Assistant.
- Mayor Drew stated even if this department required a second Administrative Assistant there would still be savings in the salary line.
- Tom asked who would be overseeing this new department, "General Counsel".
- Mayor Drew suggested the members of the F & G Commission submit their ideas to Attorney Brigham Smith and himself for discussion as to what committee would be overseeing it.

- Phil made motion to approve to send to council floor and Hope seconded with the language change,
- City Attorney Brigham Smith discussed the second ordinance change was to the Risk Management Division which shall include the administration of the City's insurance programs including, but not limited to, liability, automobile and property insurance, workers' compensation, and employee benefits. This Division's responsibilities shall also include coordinating job safety training programs for all municipal employees.

-Approved unanimously to send to Council Floor-

- D. Fire** – Appropriation request of \$40,000 for CNR purchase of hazardous materials equipment.
- Fire Chief Gary Ouellette requested \$40,000 out of the CNR to purchase/ replace hazardous material equipment and explained that the department will be able to recoup some of these funds through insurance claims.
 - Joe made the motion to approve and Hope seconded, approved unanimously except for Phil who was not in the room at the time the motion was made.

-Approved to send to Council Floor-

- E. Parking** – Resolution for signature of agreement for federally funded parking garage project in Central Business District.
- Carl Erlacher explained that the Parking Director Geen Thazhampallath was unable to be here this evening but he will be at the Council meeting on Feb. 4th if anyone should have any questions regarding the Parking Garage
 - Joe made the motion to move to Council Floor and Hope seconded, approved unanimously except for Phil who was not in the room at the time the motion was made.

-Moved to Council Floor –

- F. Police** – Appropriation request of \$250,000 for Replacement OT; Appropriation request of \$200,000 for OT
- Police Chief William McKenna explained the \$250,000 Appropriation was to cover the shortfall due to the underfunded line item as well as numerous officers out on leave and worker's compensation.
 - Chief McKenna then explained the \$200,000 Appropriation was to cover the shortfall due to an underfunded line item and various major incidents that have occurred in FY13.
 - Carl spoke on both appropriations and stated that they were both necessary and that when the F & G Commission committee is looking at the Police budget, he suggests not taking it down to bare bones and then expect to replenish it with an appropriation down the road, these are real figures that and do not change too much.
 - Tom made motion to approve and Joe seconded, approved unanimously except for Phil who was not in the room at the time the motion was made.

-Approved to send to Council-

- G. Finance** – Joe Kask from BlumShapiro (City's auditor) for discussion of year-end report
- Joe Kask explained the year-end reports and stated that he rendered a clean opinion on the documents.
 - Joe also stated that on a budgetary basis we grew the General Fund balance.

- Hope asked how the pension fund stood.
- Carl stated that we are in good standings, the General pension fund is 120% funded, and the PD and Fire are roughly 103-104% funded.
- Carl stressed to the F & G Committee members to please read the article in which he had enclosed in their packet; West Hartford Tries to Catch Up To Underfunded Pension Plan.

4. Regular Reports

Transfer of Funds
City's Investments

- Information Only -

5. Other

Carl asked Joe to speak on the additional Appropriation of \$30,000 to demolish a condemned city owned property located at 30 Portland Street.
Hope made the motion to approve and Joe seconded.

- Approved to send to Council Floor -

Meeting Adjourned
Tracks: 145-166
Next Meeting February 27, 2013, 7:00 pm in Room 208

Respectfully
Submitted by,

Tracy Vess on behalf of Carl R. Erlacher